

CHILD AND FAMILY TEAM MEETING OUTLINE

NOTE:

This is the format used to facilitate Child & Family Team Meetings. It is a guide and not a document completed before, during or after the meeting. The order in which items are discussed is flexible. Use all sections applicable to the case. This outline will be incorporated into policy in the Wraparound Practice Model Policy Manual currently being written.

1. Introductions

- a. Review confidentiality and introduce team members
- b. State whether or not this is an initial or progress team meeting
 - i. If this is an initial team meeting:
 - 1. Explain the purpose of the meeting (federal guidelines are reviewed if applicable)
 - ii. If this is a progress team meeting:
 - 1. State the goal

2. Provide background information regarding the family

- a. State the names and ages of the children
- b. Current placement(s) and placement history
- c. Legal status
 - i. Temporary Custody Order (TCO)
 - ii. Order of disposition
 - iii. Permanency order
 - iv. Termination of Parental Rights (TPR)

3. Provide a brief summary as to why the children came into care

- a. Did the child/children come into care due to CPS issues, delinquency or no fault deprivation?
- b. Define the areas that need to be addressed to decrease risk to the child and promote safety and permanency

4. Report the progress or lack of progress to the identified goal (review of the care plan goals and tasks)

- a. The case manager, family and team members will present their views of the current situation
 - i. Issues relating to the parents/guardians
 - 1. Are parents actively engaging in the planning for their children?
 - a. Have the parents been located?
 - i. Federal Parent Locator Service (FPLS)
 - ii. Relative searches
 - 2. Progress in services
 - 3. Parent visitations with worker
 - 4. Parent visitations with children
 - 5. Travel reimbursement/ per diem
 - 6. Household stability/resources
 - 7. Extended family involvement
 - a. Requirement for Notice to Relatives of Child's Removal
 - 8. Assess unmet needs

- ii. Issues relating to the children
 - 1. Progress in services
 - 2. Visitations between siblings if applicable
 - 3. Visitations between children and significant family members
 - 4. Visitations between children and case manager
 - 5. Medical/dental/vision/mental health/Health Tracks
 - 6. Education/social/recreation
 - 7. Spirit/cultural
 - 8. Indian Child Welfare Act (ICWA)
 - 9. Independent Living
 - 10. Annual Credit Report (16+)
 - 11. Health Care Directive (discuss prior to discharge)
 - 12. Assess unmet needs
 - 13. Review/develop safety plan
 - iii. Foster care placement
 - 1. Are the siblings placed together?
 - a. If not discuss the concerted efforts to place or explain why it isn't appropriate to the place the children together
 - 2. Assess unmet needs of the placement providers
 - 3. Evaluate the appropriateness of the placement
 - 4. Address any unmet needs of care providers
 - a. Day care
 - b. Enhanced Maintenance Payment
 - c. Transportation
 - d. Respite
- 5. Discuss whether or not the progress of the case is moving towards the current goal or not**
 - a. If things are on track:
 - i. Stay with the current goal
 - ii. Compelling reasons?
 - b. If things are not progressing toward the current goal:
 - i. Adjust the plan and stay with the current goal
 - ii. Change the goal
- 6. Solicit from the team members whether or not they agree with the care plan and have the team members sign the signature page**
- 7. Solicit from the family whether or not they have ownership in the plan**
 - a. This includes the permanency goal
 - b. If there is disagreement document in the team meeting notes
- 8. Schedule next meeting**
- 9. Adjourn**

(01/30/12)